

STATE OF CALIFORNIA  
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office Central Office/Operations Division/CALPIA		2. Unit Name/Industry Operations	
3. Class Title Prison Industries Manager (General)		4. Proposed Incumbent (if known)	
5. Current Position Number (Agency-Unit-Class-Serial) 063-060-7157-010		6. Effective Date	
7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under the general direction of the Branch Manager in Operations Division, the Prison Industries Manager (General) manage day-to-day operations of existing programs; new industrial program development; monitoring and feedback regarding program operations; and improvement and redirection of the California Prison Industry Authority's industrial programs.			
Work Schedule: Monday – Friday, 0800 – 1700 with a one hour lunch break.			
8. Percentage of time performing duties:		9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)	
35%		<p align="center"><b>ESSENTIAL FUNCTIONS</b></p> <p>Oversee, analyze, evaluate and manage all aspects of enterprise operations to meet customer priorities. Maintain regular contact with field staff and divisions throughout Central Office, including, but not limited to, fiscal, procurement, personnel, offender workforce development, staff development, sales, marketing, regulatory compliance and information technology, regarding matters that impact the daily operations and overall health of the enterprise. Continuously review customer demand as outlined by Marketing and open orders; communicate with factory regarding capacity and anticipated issues in production; compare demand to statewide capacity and manage the distribution/scheduling of orders as necessary; review production planning within each site to ensure stocking levels and reorder points are established and followed; determine adjustments as required including overtime, shift changes, staffing needs, offender needs and potential buy outs to meet demand; review open order and past due information to determine variances from plan and address deficiencies; update manager regarding status weekly at minimum as part of the weekly open orders/past due process. Establish and update priorities including expedites and major/special projects.</p>	
25%		<p>Conduct financial analysis as required, no less than monthly; utilize revenue report, statement of operations, budget to actuals, and gross margin analysis tool to identify notable variances in planned budget and associated cause; identify necessary corrections to coding errors and plan of action for budgetary shortfalls. Maintain routine contact with the field regarding operational impacts that will result in budget variances. Provide monthly update regarding key enterprise activities and events during enterprise gross margin analysis meeting. Review operational policies and procedures as well as production practices and implement changes as identified to improve production efficiency and product quality while minimizing costs and standardizing processes. In collaboration with Marketing and field staff, review potential products/services to determine if the factory has the capability and capacity to produce proposed products; research requirements to increase capacity including, but not limited to, procure necessary equipment, add staffing, procure materials. Research new equipment trends, evaluate need/feasibility, return on investment and assist with request/justification for purchasing. Monitor capital equipment/improvement purchases and keep abreast of status and obstacles that may result in the delay of procurement and installing. Research available training and certification programs for offenders and provide recommendations for implementation. Review enrollment and completion of programs to ensure offender development. Review contracts and capital purchases to provide recommendations regarding changes and approval prior to execution.</p>	
		(Continued on Page Two)	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL KP 2/15/2022			

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**Page Two**

8. Percentage of time performing duties:	9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <b>(Continued from Front Page.)</b>
20%	<p>Collaborates with field staff to establish budgetary needs during Annual Plan, Mid-Year Review and via contingency process by: assisting Marketing with the development of the annual and mid-year revenue forecasts based on factory capabilities; developing production plan based on Marketing demand forecasts and intercompany transfers; reviewing budget and capital concept statements, budget change proposals, 5 year capital plans, capital requests, consulting and professional service allotments, and out of state travel requests for completeness and providing recommendations to management regarding approval and prioritization as necessary; review field distributed support allocations completed by field Administrators/Lead Managers to ensure accuracy based on enterprise support and recommend changes as necessary. Review discontinuance and disposal of raw materials and finished products and provide recommendation to management regarding plan for phase out of products. Review overhead rates with field and Accounting staff to ensure accuracy and provide recommendations to management for approval. Analyze newly introduced rules and regulations related to operations as they are introduced and advise management of the impact and proposed changes to policies, procedures and equipment as required to ensure compliance. Prepares analysis, reports and issue papers for Executive review and Prison Industry Board packages as required.</p>
15%	<p>Conducts meetings with field enterprises no less than annually. Prepares analysis and feedback for Enterprise Business Reviews and manages resolution of associated action items. Works with Marketing to resolve customer complaints and product quality issues. May be responsible for supervision, expectations and evaluation of work performance. Provides necessary direction, feedback, counseling and identifies necessary training for individuals or groups as assigned. Elevates personnel performance issues for non-direct reports to Branch Manager as required.</p>
5%	<p style="text-align: center;"><b>MARGINAL FUNCTIONS</b></p> <p>Participates with Human Resources, as a Subject Matter Expert in the development of training and hiring criteria. Assists in the recruitment of personnel through exam and hiring processes. Performs site visits of all assigned enterprises on an annual basis. Occasional overnight travel throughout the State is required. As required, provides backup relief to position in the institution production facilities and assists in recruitment and selection of personnel within the related trade discipline. Perform other related duties as required.</p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>Persons appointed to positions in this class must reasonably be expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal or real property.</p>